

ACCOUNTABILITY FOR PROPERTY ACQUIRED/FABRICATED FOR SANDIA

Contractor is required to submit form SF 6110-AA to the Sandia Contracting Representative, "Property Billable to Sandia National Laboratories," for the property acquired/fabricated for Sandia. For a Cost Type Contract, costs of tooling and equipment shall be billed progressively as separate items on invoices within thirty (30) days after acquisition or completion of applicable items.

"Property billable" , as authorized in the contract, may include tools, fixtures, jigs, gages, testers, patterns, molds, furniture, machinery, equipment for processing or testing, data processing, etc., required in the performance of the contract.

INSTRUCTIONS FOR COMPLETING SIDE 1

- (1) Item No. - Sequential Numbering starting with "1" for each submittal.
- (2) Property Description - Nomenclature or other information to identify the facility. Enter the make, model, serial number, and manufacturer.
- (3) Contractor Control Number - Contractors may use this column to enter their own control or tool number.
- (4) Sandia Property Number - Previously assigned Sandia numbers. For new items, Sandia will enter numbers in this column. Upon receipt of the Sandia number, the contractor shall permanently identify each item and/or separate component by affixing the Sandia furnished decal, steel stamping, etching, or other means.
- (5) Property Cost - Unit cost if item(s) are on a fixed price contract. For cost type contracts, report only when the item is completed and costs are accumulated. Costs include direct labor, material, overhead, and G&A expense (at Sandia approved "billing rates").
- (6) Dimensions - Show height, width and depth for shipping considerations.
- (7) Approx. Wt./Lb. - Enter estimated weight in pounds (show one pound if weight is less than that).
- (8) Basic Composition - Enter basic material content (specific alloy) of property, i.e., cast iron, mild steel, aluminum, etc.

Check the appropriate category (i.e., new, replacement) at the bottom of side 1 of this form.

If additional costs are revealed after the original reporting, they must be reported and the changes explained on a separate Form SF 6110-AA. Only one category of items (i.e., new, etc.) may be reported on each Form SF 6110-AA. For all items except those in the "new" category, the previously assigned Sandia property number must be entered in column 4.

CONTRACTOR'S RECORDS

Contractor shall maintain property records available for review by Sandia, including the following minimum information.

- (a) Sandia identification number.
- (b) Description including manufacturer, model, and serial numbers if applicable.
- (c) Contractor identification number if one has been assigned.
- (d) Location in Contractor's plant (if a subcontractor has possession of an item, show its name and address).
- (e) How acquired and date (Sandia shipping document number, subcontract order references, manufactured, etc.).
- (f) Sandia contract currently used on.
- (g) Sandia component used on.
- (h) Cost.
- (i) Disposition pending or made of inactive and/or obsolete items.

Written authorization must be obtained from the Sandia Contracting Representative for: use of Sandia property on other than a Sandia contract; disposition of items no longer required and/or unserviceable; and shipment of such items to subcontractors or elsewhere.

